

**BY ORDER OF THE COMMANDER
HILL AIR FORCE BASE (AFMC)**



**AIR FORCE INSTRUCTION 33-322
HILL AIR FORCE BASE
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Communications and Information

RECORDS MANAGEMENT PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 75 CS/SCSR (Terri Moran)

Certified by: 75 CS/SCS (A. Marianne Nelson)

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Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Management Disposition Schedule*.

AFI 33-322, 1 December 1998, is supplemented as follows:

6. The Base Records Manager (RM) at Hill AFB is located at the 75 Communications Squadron, Records Management (75 CS/SCSR). A local records management web site (<https://hillnet.hill.af.mil/hafb/alc/75abw/75spg/75cs/scs/milgov/scsr/index.htm>) provides records management information, training, etc.

6.1.6. Approves the file plans.

6.1.8. Review proposed support agreements for records management issues.

6.1.9. Staff assistance visits (SAV) are performed with the Functional Area Records Managers (FARM) at least once every 24 months using the OO-ALC Form 488, **Records Management Staff Assistance Visit**.

6.2.1. Staging area duties at Hill AFB are performed by a contractor.

7. Submit functional area records manager (FARM) appointment letter to 75 CS/SCSR.

7.4. Utilize OO-ALC Form 488 to conduct SAVs. Forward a copy of the results of all SAVs and follow-up actions to 75 CS/SCSR.

7.4.1 (Added) Each January, submit a SAV schedule to 75 CS/SCSR.

7.6.1. (Added). Is authorized to sign letter appointing records custodians (RC) after coordination with the Chief of the Office of Record (COR). Ensure newly assigned personnel are trained within 90 days of appointment.

7.8. (Added). Must have completed the RC training prior to FARM training.

8.4. Training is scheduled by 75 CS/SCSR upon receipt of RC appointment letter.

8.4.1. (Added) No more than two attempts will be made to train the RC. Two “no-shows” and another individual must be assigned as the RC.

8.7. Coordinate the letter with the FARM and send to 75 CS/SCSR.

9.1. Review the file plan at least once a year. Forward changes through FARM to 75 CS/SCSR.

9.2. Prepare the SF 135, **Records Transmittal and Receipt**, for retiring records.

12. (Added). **Adopted Forms.** SF Form 135, **Records Transmittal and Receipt**.

13. (Added). **Forms Prescribed.** OO-ALC Form 488, **Records Management Staff Assistance Visit**.

RAMONA G. BARNES, Lt Colonel, USAF
Commander, 75 Communications Squadron